

A stack of US dollar bills, including \$100 and \$10,000 bills, tied with yellow bands. The bills are fanned out, showing the top of the stack. The \$100 bill is on top, followed by the \$10,000 bill. The yellow bands are wrapped around the stack, with the text "10000" and "00000" visible on the bands. The bills are tied together, suggesting a large sum of money.[illegible][illegible]

# United States Army Financial Management Command (USAFMCOM) Operational Support Team

Updated June 2015



# AGENDA

- # Introduction and References**
- # Disbursing Chain of Command and Personnel Roles/Responsibilities**
- # Pecuniary Liability and Cash Handling**
- # Advance DD 1081**
- # Cashier and Disbursing Agent transactions**
  - Disbursements**
    - Local Payments**
    - Contract Payments and Legal Claims**



# AGENDA

- **Collections**
  - **Savings Deposit Program**
  - **Miscellaneous Collections**
- **Exchange Transactions**
  - **Stored Value Card (SVC)**
  - **Negotiable Instruments**
- # **Balancing Out and Return DD 1081**
- # **Daily Agent Accountability Summary (DD 2665)**



# ACTION, CONDITIONS, STANDARD



■ **Action:** Perform disbursing operations

■ **Conditions:** Given a requirement to perform disbursing operations in a contingency environment, IAW DoDFMR 7000.14-R, Volume 5

■ **Standard:** Students should be able to perform the following without error:

- Identify duty positions within disbursing
- Be able to explain pecuniary liability
- Identify Statement of Agent Officer's Account (DD 1081)
- Identify DD 1351-6, DD 2664, DD 1131, and SF 1034
- Identify Daily Agent Accountability Summary (DD 2665)





# REFERENCES

## # DoDFMR 7000.14-R, Vol 5 - Disbursing Policy

<http://comptroller.defense.gov/FMR/fmrvolumes.aspx>

## # DoD Forms

<http://www.dtic.mil/whs/directives/infomgt/forms>

## # DA Forms

<http://www.apd.army.mil/ProductMaps/EForms/DAForms.aspx>

## # SF Forms

<http://www.gsa.gov/portal/forms/type/SF>

## # Theater Policy

[https://  
www.milsuite.mil/wiki/Theater\\_Financial\\_Management\\_Support  
Center](https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center)



# DISBURSING PERSONNEL



(1 of 2)

■ **Disbursing Officer (DO)** – is the person who holds overall responsibility for the account (DSSN) and is pecuniary liable for any losses associated with disbursing personnel. This individual is under formal appointment orders.

■ ***The primary responsibility of the DO is to ensure security and account for public funds.***

■ **Deputy Disbursing Officer (DDO)** – is an individual appointed by the DO to act for and in the name of that DO. Acts as the DO if the DO is unable to fulfill his/her duties for any reason. He/she is responsible for the daily affairs of the overall account. This individual is under formal appointment orders.



# DISBURSING PERSONNEL

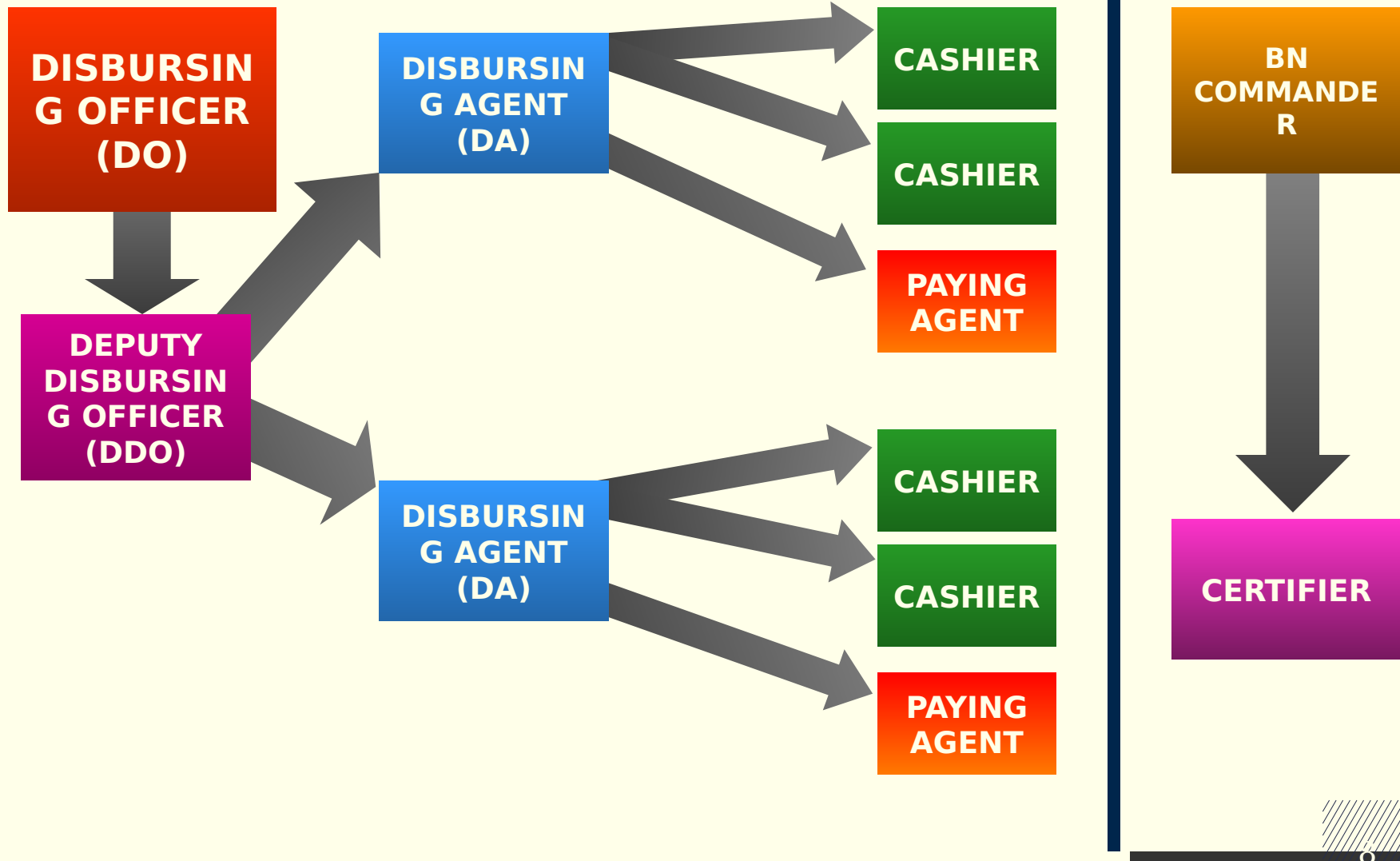


(2 of 2)

- **Disbursing Agent (DA)** – is responsible for preparing disbursement and collection vouchers as an agent for the DO. This individual is under formal appointment orders.
- **Cashier** – individual designated by the DO to perform disbursing, collection, and accounting responsibilities. Must be of unquestionable integrity. This individual is under formal appointment orders.
- **Paying Agent** – Individual nominated by his Unit Commander through orders to the DO in order to make payments for small purchases. This individual is under formal appointment orders.
- **Certifier** – Individual designated by the Battalion Commander to verify that disbursements and collections are proper and legal prior to processing by disbursing personnel. This individual is under formal appointment orders, and must complete Certifying Officers



# DISBURSING CHAIN OF COMMAND





# PECUNIARY LIABILITY

(1 of 3)

**Personal financial liability for fiscal irregularities of accountable officials as an incentive to guard against errors and theft by others, as well as protect the government against errors and dishonesty by the officers themselves.**



# PECUNIARY LIABILITY

(2 of 3)

- The agent is 100% responsible for the money that has been issued to him/her once the DD 1081 has been signed by both the agent and his/her principal.
- An Agent (DDO, DA, Cashier, Paying Agent) who has signed for cash, negotiable instruments, and paid vouchers has **pecuniary liability** for such items until their return to their principal (DDO, DA). If an agent feels that adequate security has not been provided by the command (such as a safe or cash box that only the agent has access to, appropriate physical security and/or guard) then the agent may refuse to disburse such funds and return the funds to the DO.





# PECUNIARY LIABILITY

(3 of 3)

- In the event of **shortages** or **overages** of funds, the DO, DDO, or DA will review procedures to verify if the discrepancy was due to negligence on your part. Attention to detail, complying with the directives outlined in unit policies, and using effective security measures, while employing good common sense will minimize losses. It is imperative to take your time to do the job right.
- ~~Do not feel pressured to forgive accuracy for the sake of speed.~~ Responsibility for the physical security of the cash must **never** be delegated to anyone, even the Disbursing Officer (DO) and/or his delegates (Disbursing Agent, Paying Agents, other cashiers, etc.).



# CASH HANDLING PROCEDURES



(1 of 2)

- ☒ Keep all coins and currency segregated by denomination.
- ☒ Count funds a minimum of four times (1<sup>st</sup> to yourself from drawer, 2<sup>nd</sup> verification recount, 3<sup>rd</sup> count to the customer, 4<sup>th</sup> the customer counts the money back to you) before disbursing any funds. Have the customer verify the amount received before leaving. (If a customer leaves and returns stating there is a discrepancy, IMMEDIATELY cease cashier operations and notify your supervisor.)
- ☒ Keep funds received from customers in plain sight, counting out loud so there can be no grounds for dispute in the case of a possible discrepancy.



# CASH HANDLING PROCEDURES



(2 of 2)

- ☒ Ensure that your cash is guarded at all times. **NEVER** leave funds unguarded.
- ☒ Handle cash with care and be alert at all times, do not become complacent.
- ☒ Count and bundle excess cash when business is slow using the correct banding tapes and coin wrappers.
- ☒ **NEVER** allow anyone to count or handle your funds except when duly authorized and in your presence. Keep your eyes on your money.



# ADVANCING FUNDS TO AN AGENT



- All funds that are advanced to agents shall be documented by using a DD Form 1081 (Statement of Agent Officer's Account). The DD 1081 will be dated and signed by the person advancing the funds as well as the agent.
- The agent will verify all money that is being advanced by actual cash count by denomination.
- The agent will secure all money in a safe, or locked money bag that is always in his/her possession, until the money is returned.



# DD FORM 1081



STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.  MARK DELL 1LT, FC Disbursing Agent 123-45-6789 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314  DSSN 8850		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code-APO number and Telephone number)</i>  JOHN SMITH PFC, US Army Cashier 987-65-4321 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314  DSSN 8850		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <i>a</i>	INCREASE <i>(Received by Agent)</i> <i>b</i>	BEGINNING BALANCE <i>(In Agent's Account)</i> <i>c</i>	DECREASE <i>(Turned in by Agent)</i> <i>d</i>	ENDING BALANCE <i>(In Agent's Account)</i> <i>e</i>
1. BALANCE FORWARD				
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER <i>(Specify)</i>				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HAND OF AGENT OFFICER				
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
<input type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
<input type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	

Administrative Data

Transactions affecting Accountability

Advance- Statement of Understanding

Return- Statement of Understanding





# ADVANCE DD 1081



## Admin Data - (1 of 3)

Only to be filled out by  
personnel on  
Disbursing Agent  
orders or above

Agent Officer's  
information (Cashier  
and above)

## STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

**MARK DELL**

1LT, FC

Disbursing Agent

123-45-6789

3<sup>rd</sup> Financial Management Detachment

FOB Finance, Afghanistan

APO AE 09314

DSSN 8850

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS

**JOHN SMITH**

PFC, US Army

Cashier

987-65-4321

3<sup>rd</sup> Financial Management Detachment

FOB Finance, Afghanistan

APO AE 09314

DSSN 8850





# ADVANCE DD 1081

## Transactions - (2 of 3)

### Important Notes

Always use dollar signs right in front of the numbers. This will avoid any future "misunderstanding".

Count currency thoroughly. You will be expected to have the total in block 12C upon Return (left over currency plus documentation) **Trust, but verify** are not comfortable with the values, do not sign the DD 1081 and recount the money.

Currency advances

Ending balance from day prior. This can be "\$0.00" if no money is previously in agent's account.

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		\$0.0		\$140,000.
2. U.S. DOLLARS	\$70,000.00	0		00
3. FOREIGN CURRENCY (IRAQI DINAR)	\$70,000.0			
4. MILITARY PAYMENT CERTIFICATES	0			
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10. FC Gain or Loss				
11. Cashier overage/shortage				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$140,000. 00		\$140,000. 00

Close up DD 1081 to avoid "confusions" with Disbursing Agent

Total advances/overall agent



# ADVANCE DD 1081

## Statements of Understanding - (3 of 3)

Once totals are verified, the principal initials, signs and dates

Once the totals are verified, the agent initials, signs and dates

STATEMENTS

DISBURSING OFFICER

AGENT OFFICER

**MD** ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.

**J** ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.

DATE / SIGNATURE OF DIS

14 March\*\*\*\*

DATE / SIGNATURE OF AGENT

14 March\*\*\*\*

\_\_\_\_ ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE

\_\_\_\_ ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.

Once the DA and the cashier sign the DD 1081, it becomes an accountable document that needs safeguarding by both the principal and agent.

DATE / SIGNATURE OF DISBURSING OFFICER

DATE / SIGNATURE OF AGENT OFFICER



# CHECK ON LEARNING



Who is responsible for the appointment of the DDO, DA and cashiers?

The DO

What is the role of the Certifier in the disbursing office?

To verify that a disbursement or collection transaction is legal and proper prior to processing (certification).

Who is ultimately responsible for the safeguarding of individual funds and what is this called?

Whomever signed for the funds. It's called "pecuniary liability".



# CHECK ON LEARNING



What form is used to advance or return funds?

DD 1081 (Statement of Agent Officer's Account)

How many times should funds be counted prior to disbursement?

Four times: out of the drawer, to self, out loud to customer, and counted back from the customer

Who is required to sign the DD 1081 when funds are being advanced?

The principal (whomever issued the funds) and the agent  
(whomever is signing for the funds)



# THREE MAIN TYPES OF AGENT TRANSACTIONS



- The three main types of transactions a disbursing office deals with are:
  - **DISBURSEMENTS** - Decrease accountability.
  - **COLLECTIONS** - Increase accountability.
  - **EXCHANGE TRANSACTIONS** - Receipt of one negotiable instrument in exchange for another or cash (does not affect overall accountability).



# DISBURSEMENTS

- A disbursement is a transaction that **decreases** cash accountability. Since cash accountability decreases, the agent must always provide documentary evidence that the cash was properly and lawfully disbursed. Examples of disbursements:
  - **Local Pay** (DD 1351-6 with DD 117) – Used infrequently, usually only for emergency situations.
  - **Legal Claims or Contract payments** (SF 1034)
  - **Travel Advances/Settlements** (DD 1351) – Used infrequently and mainly in Kuwait.





# DISBURSEMENTS LOCAL PAY



(1 of 11 )

■ Local payment limits will be established by the Theater Financial Management Support Center (TFMSC). A policy letter will be published to establish procedures for all Financial Management elements within their command.

■ Local payments for each branch, component, and enlisted or officer (Army, Marines, Navy, Reserves, etc.) will be processed and recorded under their applicable DD 1351-6 and are “grouped” onto the appropriate DD 117 using the appropriate accounting classification. Cashiers are responsible for recording the individual transaction under the appropriate form designation. Failure to do so, might result in an uncollectable Local payment resulting in a Loss of Funds for which the



# DISBURSEMENTS LOCAL PAY



1351-6 - (2 of 11)

ACTIVE ARMY ENLISTED			
MULTIPLE PAYMENTS LIST			Page <input type="text"/> of <input type="text"/> Pages
<small>PRIVACY ACT STATEMENT AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397 PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list. ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution. DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.</small>			
1. TYPE OF PAYMENT (Check applicable) <input type="checkbox"/> MILITARY PAY (MP) <input type="checkbox"/> TRAVEL ALLOWANCE (TA) <input checked="" type="checkbox"/> OTHER (Specify) LOCAL PAY			D.O. VOUCHER NUMBER 151200
2. PAYROLL NUMBER (If applicable)			PAID BY 33rd FMCo Bagram, AF APO AE 09311 DSSN 8850
3. DATE OF COMPUTED PAYMENT 14 MAR **			
4. ORGANIZATION AND STATION 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314			
5. PAYEE IDENTIFICATION			
a. LAST	b. FIRST	c. MI d. SSN	e. TRAVEL ORDER OR OTHER AUTHORITY f. AMOUNT g. SIGNATURE OR CHECK NUMBER
1			1
2			2
3			3
4			4
5			5
6			6
7			7
8			8
9			9
10			10
11			11
12			12
13			13
14			14
15			15
16			16
17			17
18			18
19			19
20			20
21			21
22			22
23			23
24			24
PAGE TOTAL			0.00
6. ACCOUNTING CLASSIFICATION 21 2 2010 0000 90-0000 ZB1434400000 4140 CASUALPAY85500 P217 000000 012120			
7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER			
a. NAME AND TITLE OF CERTIFYING OFFICER (Please type)		b. CERTIFYING OFFICER (Signature)	
CERTIFYING OFFICER			

Administrative Data

Individual payments

Accounting Classification

Certification



# DISBURSEMENTS LOCAL PAY



## 1351-6 Admin Data - (3 of 11)

Service designation (this is not part of the form). It will be either marked by the DA or cashier

Active Army Enlisted

Page number. Very important when having more than one page completely filled out for each service (think accountability)

MULTIPLE PAYMENTS LIST			Page 1 of 2 Pages
PRIVACY ACT STATEMENT			
AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397			
PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.			
ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.			
DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.			
1. TYPE OF PAYMENT (Check applicable)			D.O. VOUCHER NUMBER
<input type="checkbox"/> MILITARY PAY (MP)	<input type="checkbox"/> TRAVEL ALLOWANCE (TA)	<input checked="" type="checkbox"/> OTHER (Specify) <b>Local Pay</b>	151200
2. PAYROLL NUMBER (If applicable)			PAID BY
			3rd FMSD FOB Finance APO AE 09314
3. DATE OF COMPUTED PAYMENT			
14 Mar **			
4. ORGANIZATION AND STATION			DSSN
3rd Financial Management Support Detachment FOB Finance, Afghanistan APO AE 09314			8850

Voucher numbers are assigned by DDS. Must mirror the DD 1351-6 and DD 117

created by DDS.

Local Finance Unit Information and address

Date payments were made.

Local Finance Unit Information and DSSN



# DISBURSEMENTS LOCAL PAY



## 1351-6 Transactions - (4 of 11)

Name of individual receiving the Casual Pay (check ID Card)

SSN number (verify signed DA 2142 from Pay Support). *Illegible SSN's can result in a loss of funds*

Amount of Local Payment

Customer signature. Failure to obtain this signature will result in a loss of funds.

5. PAYEE IDENTIFICATION				e. UNIT	f. AMOUNT	g. SIGNATURE OR CHECK NUMBER	
a. LAST	b. FIRST	c. MI	d. SSN				
Dough,	John	P.	123-45-6789		\$200.00		1
Valdez,	Juan	J.	987-65-4321		\$150.00		2
Stonowitz,	Cala	T.	564-65-1212		\$150.00		3
4							4
5							5

All information in each line must be filled out prior to disbursing the money. Request, the Soldier's ID card, and DA 2142 signed by Milpay, record the data, have customer sign then disburse. Never allow the customer to complete his own data in order to avoid illegible data or attempted fraud.

10							
11							
12							
13							19
14							20
15							21
PAGE TOTAL					\$500.00	J.S.	

Dollar value of sheet

Cashier must circle and initial total



# DISBURSEMENTS LOCAL PAY



## 1351-6 Accounting Classification - (5 of 11)

The DA must obtain these lines from the FMSU Disbursing section and is responsible for the cashiers having the appropriate and most up to date data.

### 6. ACCOUNTING CLASSIFICATION

21 6 2010.0000 90-0000 ZB14M400000 4140 CASUALPAY85500 4140 P217  
000000 012120 \$500.00

### 7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER

#### a. NAME AND TITLE OF CERTIFYING OFFICER *(Please type)*

Joe Dirt, SSG,  
Certifier

#### b. CERTIFYING OFFICER *(Signature)*

DD FORM 1351-6, JUN 93

Replaces DD Forms 115 (MAY 74), 1351-1 (SEP 61), and 1351-6 (NOV 64), which may be used until DEC 31, 1993.

Reset

Adobe Professional 7.0

Name and title of the  
Certifier

Signature of Certifier  
(must be on certifying  
orders)





# DISBURSEMENTS LOCAL PAY



## DD 117 - (6 of 11)

■ DD 117s are required to consolidate multiple DD 1351-6s sheets. The DD 1351-6s attached to an individual DD 117 must be for the same component (i.e., Active, Reserve), branch (i.e., Army, Marines) and grade (i.e., officer or enlisted). Since all the DD 1351-6s meet the same criteria at this point, they would be processed against a single line of accounting. Although possible to have more than one line of accounting on a DD 117, it is strongly discouraged, since it will cause unnecessary imbalances in the Merged Accountability Fund Report (MAFR).

■ The total of the DD 117 must equal to the addition of all attached DD 1351-6 totals for the component,







# DISBURSEMENTS LOCAL PAY



## DD 117 Admin Data - (8 of 11)

**Branch of Service**

**Count of DD 1351-6s attached to DD 117**

**Voucher numbers are assigned by DDS. The totals and administrative data must match the attached DD 1351-6s.**

1. DEPARTMENT ARMY		MILITARY PAY VOUCHER		2. VOUCHER NUMBER 151200	
IDENTIFICATION AND CERTIFICATION					
3. ATTACHMENT 2 Pages		4. ORGANIZATION AND LOCATION 3rd Financial Management Detachment FOB Finance, Afghanistan		5. PAYROLL NUMBER	
6. PURPOSE OF PAYMENT LOCAL PAYMENTS					
TO: SEE ATTACHED				7. PAID BY 3rd FMDS FOB Finance APO AE 09314  DSSN 8550  (Brief Stamp)	

**Your unit information**

**Local Payments**

**Your unit information and DSSN**

**"See Attached" when using DD 1351-6s**



# DISBURSEMENTS LOCAL PAY



## DD 117 DA Verification - (9 of 11)

**Disbursing  
Officer's name  
and title**

**DSSN**

I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.

8. TYPED NAME OF DISBURSING OFFICER

9. DSSN

10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY

OMAR S. TYSON

8550

As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.

11. SIGNATURE OF AGENT OFFICER

12. DATE PAID

14 Mar \*\*

**Signature of  
Disbursing Agent**

**Current Business  
date**



## DD 117 Accounting Classification/Verification - (10 of

## Subtotal

**DD 117 total  
(addition of all  
attached DD  
1351-6s),  
Cashier circle  
and initials  
amount**



# DISBURSEMENTS

## LOCAL PAY



(11 of 11)

Paid DD 1

ACTIVE MARINE

ACTIVE ARMY

ACTIVE ARMY

ACTIVE ARMY

ACTIVE AIR FORCE

MULTIPLE PAYMENTS LIST

**AUTHORITY:** Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-42.  
**PRINCIPAL PURPOSE:** Used to supplement DD Form 1351-2, "Travel Voucher or Disbursement for Official Travel at the Same Time, Same Place, and Same Purpose."  
**ROUTINE USE:** Information may be furnished to an employee's state and/or local or foreign law enforcement agencies for investigation, regulation, or order in this claim for restitution.  
**DISBURSEMENT:** Refuse to furnish requested information may result in a finding of noncompliance.

**1. TYPE OF PAYMENT (Check applicable)**

☐ MILITARY PAY (MP) ☐ TRAVEL ALLOWANCE (TA) ☒ OTHER

**2. PAYROLL NUMBER (if applicable)**

**3. PAYROLL NUMBER (if applicable)**

**4. ORGANIZATION AND STATION**  
3rd Financial Management Detachment  
FOB Finance, Afghanistan  
APO AE 09314

**5. PAYEE IDENTIFICATION**

a. LAST b. FIRST c. MI d. SSN

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24

**6. ACCOUNTING CLASSIFICATION**

57 2 3500 0000 00-0000 000000000000 0000 CASUALPAY88500 W018 00

**7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATE**

a. NAME AND TITLE OF CERTIFYING OFFICER (Please type)

CERTIFYING OFFICER

DD FORM 1351-6, JUN 93

Replaces DD Form 115 (MAY 74) (NOV 64), which may be used.

1. DEPARTMENT MARINES	2. VOUCHER NUMBER 151400
3. ATTACHMENT 1 Pages	
4. ORGANIZATION AND LOCATION 3rd Financial Management Detachment FOB Finance, Afghanistan	
5. PAYROLL NUMBER	
6. PURPOSE OF PAYMENT LOCAL PAYMENTS	
7. PAID BY 33rd FMC Bagram, AF APO AE 09311  DSSN 8850  (Brief Stamp)	
I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.	
8. TYPED NAME OF DISBURSING OFFICER OMAR S. TYSON	9. DSSN 8850
10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY	
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.	
11. SIGNATURE OF AGENT OFFICER	
12. DATE PAID 14 Mar **	
APPROPRIATION CHARGES	
13. APPROPRIATION 17 2 1105.2701 00-0000 000000000000 0000 CASUALPAY88500 W024 000000 067443	14. AMOUNT \$ 500.00
15. PREPARED BY CASHIER	
16. REVIEWED BY CERTIFIER	
17. TOTAL \$ 500.00	
PAYMENT DATA	
CHECK PAYMENT	18. AMOUNT
CASH PAYMENT	19. PAID BY CHECK NUMBERS TO INCL
20. AMOUNT	
21. I acknowledge receipt of cash payment in amount stated. SIGNATURE OF PAYEE (For an individual cash payment)	

DD FORM 117, SEP 77

EDITION OF 1 MAY 74 WILL BE USED UNTIL EXHAUSTED.

FORM APPROVED BY COMPTROLLER GENERAL, U.S.

Reset

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# DISBURSEMENTS - CONTRACT/LEGAL CLAIMS



(1 of 8)

■ Contract Payments are prepared and paid in order to pay for goods or services not obtainable through normal Army supply channels. These payments are usually recorded and paid using an SF 1034.

■ Contract payments are dictated by the documentation received from the Resource Management (RM), Contracting, and Commercial Vendor Service (CVS) section. These payments are prepared and certified by CVS section, but disbursing section must be familiar with them in order to properly pay them.





# DISBURSEMENTS - CONTRACT/LEGAL CLAIMS



(2 of 8)

■ Legal Claims are prepared and paid in order to reimburse non-military personnel for damage to their property during U.S. Forces combat operations. These payments are usually prepared and paid using an SF 1034.

■ Legal payments are prepared and certified by the local Legal office. Finance will never certify a Legal Payment. The Legal office must have a properly appointed certifying officer, prior to processing any legal claims. A copy the legal certifier orders and DD 577 must be kept on record at all times in the disbursing office.



# DISBURSEMENTS - CONTRACT/LEGAL CLAIMS



## SF 1034 - (3 of 8)

Standard Form 1034 Revised October 1987 Department of the Treasury 1 FM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION		DATE VOUCHER PREPARED		SCHEDULE NO.			
		CONTRACT NUMBER AND DATE		PAID BY			
PAYEE'S NAME AND ADDRESS		REQUESTION NUMBER AND DATE					
SHIPPED FROM TO WEIGHT		DATE INVOICE RECEIVED					
		DISCOUNT TERMS					
		PAYEE'S ACCOUNT NUMBER					
		GOVERNMENT DL NUMBER					
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (State description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE COST PER	AMOUNT ( )		
(Use continuation sheets, if necessary) (Payee must NOT use the space below) TOTAL							
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR BY 2	EXCHANGE RATE ~\$1.00	DIFFERENCES				
TITLE			Amount verified, correct for payment				
			(Signature or initials)				
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Certifying Officer)		(Title)			
ACCOUNTING CLASSIFICATION							
P A Y M E N T M E T H O D	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)			
	CASH	DATE	PAYEE 3				
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is recognized in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Manager," as the case may be.			FOR TITLE				

Previous edition usable

NSN 7540-00-900-2234

**PRIVACY ACT STATEMENT**  
The information requested on this form is required under the provisions of 31 U.S.C. 32b and 62b, for the purpose of disbursing Federal money.  
The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge  
of the payment obligation.

Administrative Data

Description of goods  
or services

Payment calculation  
and payment grand total

Payment certification,  
accounting data and  
payment method



# DISBURSING DOCUMENTS - CONTRACT/LEGAL CLAIMS



## SF 1034 Admin Data - (4 of 8)

<b>Finance Unit making the payment</b> Standard Form 1034 Revised October 1967 Department of the Treasury 1 TFM 4-2000 1034-121	<b>Legal claim- Claim number</b> <b>Contract- Purchase order</b> <b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>	<b>Purchase Request and Commitment (PR&amp;C- DD 3953) number.</b> <b>Contracts only</b> VOUCHER NO. <b>210641</b>	<b>Voucher numbers are assigned by DDS.</b>	
<b>DEPARTMENT OF THE ARMY</b> <b>3rd FMSD</b> <b>FOB Finance, Afghanistan</b> <b>APO AE 09314</b>	U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION <b>14 MAR ****</b>	DATE VOUCHER PREPARED <b>14 MAR ****</b>	SCHEDULE NO.	
	CONTRACT NUMBER AND DATE <b>DABT51-07-4254</b>	PAID BY <b>3rd FMSD</b>	<b>Finance Unit making the payment and DSSN</b>	
	REQUISITION NUMBER AND DATE <b>W9115RK1230012</b>	<b>FOB Finance, AF</b>		
<b>PAYEE'S NAME AND ADDRESS</b> <b>HASSAN BABAR</b> <b>Cinder Block Co.</b> <b>Bagram, Afghanistan</b>	<b>APO AE 09314</b>			
	DATE INVOICE RECEIVED <b>DSSN 8550</b>			
	DISCOUNT TERMS			
SHIPPED FROM	PAYEE'S ACCOUNT NUMBER			
	<b>PAYEE information (verify)</b>	WEIGHT	GOVERNMENT B/L NUMBER	

The SF 1034 will be completed before the cashier receives it. All disbursing personnel should be 100% familiar with the documents they pay. Question if the paperwork does not look right... Trust but verify!



## 50



# DISBURSEMENTS - CONTRACT/LEGAL CLAIMS



## SF 1034 Contract Description of Good or Services - (6

CLIN (Contract Line Identification Number) and effective date of contract.		Description of items to be paid. <i>Must match contract, invoice and receiving report.</i>	Quantities and prices of goods or services.		Individual line totals. <i>Totals may be in Foreign Currency if the contract calls for an FC payment.</i>	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number, contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE		AMOUNT
				COST	PER	
<b>A0001</b> 14 Mar**	14 Mar**	<b>Quick dry cement (100lb bag)</b>	<b>20</b>	<b>500.00</b>	<b>bag</b>	<b>C 10000.00</b>
<b>A0002</b> 14 Mar**	14 Mar**	<b>Wood planks (2"x4"x10')</b>	<b>300</b>	<b>100.00</b>	<b>ea</b>	<b>C 30000.00</b>
<b>Gross total before any other calculation. <i>Totals may be in Foreign Currency if the contract calls for an FC payment.</i></b>						<b>FC 40000.00</b>

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

**An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.**





# DISBURSEMENTS - CONTRACT/LEGAL CLAIMS



## SF 1034 Payment Calculation - (7 of 8)


**Payment type:**  
Legal claims are  
always "Final".  
Contract  
payments could  
be either partial  
or final.

**US Dollar  
value of  
payment.**

**Exchange  
rate if the  
payment is  
made in  
foreign  
currency.**

**Discoun  
ts or  
interest  
applied**

**Gross total before  
any other  
calculation. Totals  
may be in Foreign  
Currency if the  
contract calls for**

(Use continuation sheets if necessary)		(Payee must NOT use the space below)		TOTAL FC <del>40000.00</del>	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES		
	= \$400.00	FC 100.00 = \$1.00			
	BY 2				
	Mark Dell, 1LT, FC		Amount verified; correct for payment	FC 40000.00	
	TITLE Disbursing Agent	(Signature or initials) J.S.			

**Contract Payment - DA  
information**

**Legal Claim- Legal OIC**

**Cashier must  
circle and initial  
total**

**Total paid  
Foreign  
Currency  
or Dollars**

**Amount Verified Correct For ÷ Exchange Rate = Approved For**

**The agent must verify the math. Failure to do so could result in over or underpayment.**





# DISBURSEMENTS - CONTRACT/LEGAL CLAIMS



## SF 1034 Payment Calculation - (8 of 8)

**Only personnel with Certifying Officer orders may sign this block**

Pursuant to authority vested in me, I certify that \_\_\_\_\_ for payment.

14 Mar\*\*\*\* **Joe Dint SSG** Certifier  
(Date) (Authorized Certifying Officer) (Title)

ACCOUNTING CLASSIFICATION

1 6 2020 22-0204 P436099.22-4200 VIRQ F9206 APC: 9204 S99999

**\$400.00**

**Claims - Legal will provide  
Contract - Must be same as contract and PR&C**

P A I D  B Y	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)
	CASH <b>400.00</b>	DATE <b>14 March****</b>	PAYEE <sup>3</sup>	
				FOR
				TITLE

1 When stated in foreign currency, insert name of currency.  
2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.  
3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the voucher, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per [Signature], Secretary", or "Treasurer", as the case may be.

**Complete  
if  
payment  
was made  
by  
treasury**

**Complete  
if  
payment  
was made by**

**Must obtain  
signature  
from payee.  
Failure to do  
so will result  
in a loss of**

**Must Equal "Approved For" Block**



# COLLECTIONS

- A collection is a transaction that increases cash or negotiable instrument accountability. Once the cashier takes in the collection, his/her accountability will go up thus making the cashier responsible to report the increase upon return.

Examples of collections:

- **Savings Deposit Program (SDP)** (DD 1131)
- **Statement of Charges** (DD 362)
- **Money found and turned in to Finance** (DD 1131)



# COLLECTIONS SDP OVERVIEW



■ Members who are deployed can deposit their un-allotted current pay and allowances. Amounts up to \$10,000.00 can be deposited and will accrue interest at the rate of 10 percent per year compounded quarterly. Deposit amounts of \$5.00 or more, in multiples of \$5.00 are authorized.

■ Eligible pay must be verified by Pay Support prior to a deposit being made. A DD 1131 will be utilized for any member making a cash, SVC or check deposit. Note: SDP deposits made using a check are not recorded on the DD 2664 (Currency Exchange Record).

■ If a member desires to make deposits via allotment, have them see the Pay Support to complete a DD 2558 (Allotment form).



**DD 1131 - (1 of 4)**



Administrative Data

## Individual Collections

## Voucher total



# COLLECTIONS

## DD 1131 Admin Data - (2 of 4)

Receiving office blocks  
used for FMST Cashier

Local  
Disbursing  
office data

Voucher numbers are  
assigned by DDS.

CASH COLLECTION VOUCHER		OFFICE COLLECTION VOUCHER NUMBER
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER
3. RECEIVING OFFICE		
a. ACTIVITY (Name and Location) (Include ZIP Code)		
3 <sup>rd</sup> FMST FOB Finance, Afghanistan APO AE 09314 <b>FMST</b>		
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)		d. DATE (YYYYMMDD)
SPC HECTOR CARRILLO FMST CASHIER		14 Mar ****
c. TELEPHONE NUMBER (Include Area Code):		
COMMERCIAL:		
DSN:		
4. DISBURSING OFFICE		
a. ACTIVITY (Name and Location) (Include ZIP Code)		
3 <sup>rd</sup> FMST FOB Finance, Afghanistan APO AE 09314		
b. DISBURSING OFFICER (Printed Name, Title and Sig)		d. DISBURSING STATION SYMBOL NUMBER
OMAR S. TYSON MAJ, FC Disbursing Officer		8550 14 Mar ****

Disbursing Officer data; may be  
signed by DA (only DD 1131  
signature required by DFAS  
contingency voucher data

Date collection was  
taken in



# COLLECTIONS

## DD 1131 Individual Collections - (3 of 4)



Business date	Customer information	Description of collection	Amount of collection	Accounting citation
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
14Mar**	<b>SDP</b> <b>DIRTY C. HARRY</b> <b>123-45-6789</b>  <b>03</b> <b>ARMY</b> <b>ACTIVE</b> Signature: _____	<b>SDP DEPOSIT</b> <b>CHK #143</b> <b>14 Mar **</b>	<b>\$2,000.00</b>	<b>21X6010.0000 19</b> <b>0000 000000000000</b> <b>0000 US</b> <b>SDP8850DHA6789</b> <b>W009 000000 012120</b>





# COLLECTIONS

## DD 1131 Voucher Total - (4 of 4)

<b>Dollar value of all collection</b>	 SSG Joe Dirt Certifying Officer	 <b>\$2,000.00</b>	<b>Cashier must circle and initial total</b>
DD FORM 1131, DEC 2003		PREVIOUS EDITION IS OBSOLETE.	Adobe Professional 8.0

### Important

### Notes

- Verify the customer's ID and their DA 2142 from Pay Support prior to processing the collection.
- The cashier must have the Disbursing Agent sign the DD 1131.
- Have the customer place a copy of the DD 1131 into the "CCV Box"
- Provide the customer with a copy of the DD 1131.
- Cashier is responsible for any discrepancies (Overage or Loss).



# CHECK ON LEARNING



What are the three main disbursing transactions?

Disbursements, collections and exchange transactions

What form is used to record local payments?

DD 1351-6 (Multiple payment List)

Which transactions increase overall accountability?

Disbursements or collections?

Collections

What form is required as a “cover” for the DD 1351-6 forms

DD 117 (Military Pay Voucher)



# CHECK ON LEARNING



Can a DD 117 contain more than one line of accounting?  
Is that recommended and why?

Yes, but it is not recommended because each service/component sheet should be under their own DD 117 to prevent MAFR complications.

Does processing an SF 1034 increase or decrease your accountability?

SF 1034s are disbursements and decrease your overall accountability.

What are the two examples of collections transactions?

SDP, Statement of Charges

What must a cashier do to the total at the bottom of a disbursement or collection voucher?

Circle and initial the voucher total

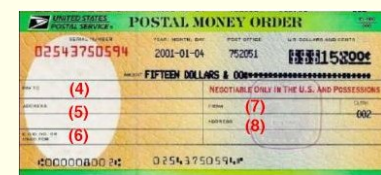
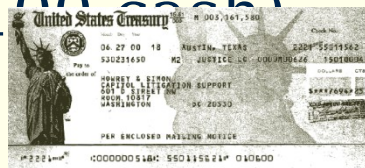
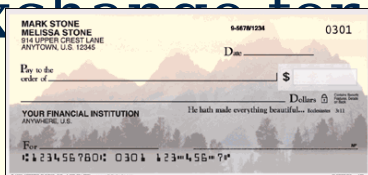


# EXCHANGE TRANSACTIONS



■ An exchange transaction is the most common cashier function. This type of transaction requires the cashier to “take in” a negotiable instrument or cash into their accountability in exchange for US dollars or foreign currency.

■ Exchange transactions do not affect the “overall” accountability of the cashier since the value of the negotiable instrument must be equal to the amount of cash being disbursed to the customer (check for \$100 in exchange for \$100 cash)





# EXCHANGE TRANSACTIONS



## Stored Value Card (SVC) Overview - (1 of 3)

### ■ Purpose of the Stored Valued Card (SVC):

- Cash Management tool for Finance, Merchants, and Soldiers
- Is similar in concept to pre-paid gas, gift, or phone cards
- Secure computer chip on card stores and process “electronic currency”
- Issued/replaced on-site at Finance and accepted at most base merchants
- Provides deployed personnel “24/7” fee-free access to personal funds
- No “on-line” telecom requirement as transactions are processed “off-line”

■ Outside of the SVC Kiosk transactions, the cashier is first link in the proper processing of loads and sales in SVC and DDS. SVC TRANSACTIONS WILL BE PROCESSED AS IF THEY WERE CASH so attention to detail and accuracy is key. Any discrepancy between what was processed against the card and what was processed in DDS will result in an investigation and possibly a loss of funds for the cashier.

■ *The Analysis of Unmatched Transactions (AUT) is used to determine what was processed against a card versus what was processed in DDS. There is no room for error when processing a SVC*





# EXCHANGE TRANSACTIONS

## Stored Value Card (SVC) Overview - (2 of 3)



LOADS

Inc.

### SVC Card Processing Load Transaction Detail Report - All Types 3/26/2007 To 3/26/2007 Device 131075

Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111101100000400247	\$350.00
3/26/2007 2:47:28PM	1111101100000400252	\$1,000.00
Total Transactions		2 \$1,350.00
Average Transaction Amount		\$675.00



SALES

Decreases accountability

JUL 07 - 08		
1111101100000402755	15:29:45	\$50.00
1111101100000402753	15:30:21	\$100.00
1111101100000402774	15:31:04	\$100.00
1111101100000402773	15:31:06	\$150.00
1111101100000402760	15:32:07	\$50.00
1111101100000402761	15:32:32	\$50.00
1111101100000402766	15:33:02	\$20.00
1111101100000402759	15:33:36	\$30.00
1111101100000402775	15:34:07	\$150.00
1111101100000402767	15:34:49	\$50.00
1111101100000402772	15:35:15	\$50.00
1111101100000402781	15:35:57	\$50.00
1111101100000402760	15:37:11	\$25.00
GRAND TOTALS		\$1175.00
PLEASE KEEP FOR YOUR RECORDS		
Sales 13		\$1175.00





# EXCHANGE TRANSACTIONS



## Stored Value Card (SVC) Overview - (3 of 3)

- Tips for SVC transaction processing (unless local SOP dictates other steps):
  - Verify the customer's ID card. The SVC card should have the customer's name and signature on the back (prevent fraud).
  - SVC transactions will be recorded on DD 2664. The DD 2664 will serve as the document that shows what occurred during your business day. The customer will sign the form prior to completing the transaction.
  - Do not confuse the "Incoming" with the "Outgoing" in DDS or manually and do not confuse a "Sale" with a "Load" - some transactions are not reversible and you will be out of balance.
  - Know what an SVC-related transaction does to your accountability and where it shows up on a the DD 1081 and DD 2665. Knowing this will save you hours of balancing out by being able to pinpoint your discrepancy.
  - Know where to find exchange transactions in DDS after being processed; know how to back them out in order to alleviate any imbalances or fix any mistakes.
  - TR Files have to be transmitted to FRBB daily. Failure to transmit TR files will result in imbalances at the DDO level and the customer's personal check book.

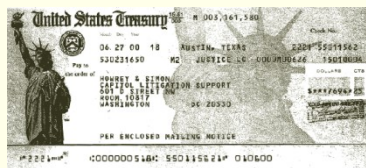
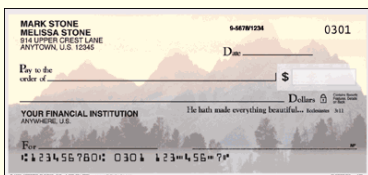


# EXCHANGE TRANSACTIONS



## Check cashing overview - (1 of 3)

- Personal check cashing limits and policy are established by the Theater FMSC.
- All check cashing, regardless of service will be recorded on a DD form 2664.
- If authorized, check cashing services will be provided for the following individuals:
  - US military personnel
  - Department of the Army Civilians/ DoD Civilians
  - Retirees
  - Contractors (Memorandum of Agreement (MOA) on file)





# EXCHANGE TRANSACTIONS



## Check Cashing Overview - (2 of 3)

■ The following is an example of checks that can be cashed:

- Personal checks- Must meet the following *minimum* criteria:
  - Payable to “FAO DSSN \*\*\*\*”
  - Written in \$10.00 increments
  - Does not exceed the maximum amount IAW TFMSC Policy
  - The consent stamp is initialed by the customer acknowledging a payroll collection if check is returned (bounced)
- Treasury/State Checks- Must meet the following criteria:
  - Must be made to the person cashing it

customers must have a valid ID card. It is the cashier's responsibility to ensure the information on the ID card, matches the information on the check.



# EXCHANGE TRANSACTIONS



## Check Cashing Overview - (3 of 3)

Name of  
customer IAW  
ID card

Admin data  
(dictated by Local  
SOPs and policies)

Today's date.  
*Cannot be  
postdated*

Check amount  
must be legible  
and cannot  
exceed set  
limits

Must be made  
to "FAO DSSN  
\*\*\*\*"

Written  
amount must  
be legible and  
must match  
the numerical  
amount

Check must  
be signed by  
customer

MARK STONE  
MELISSA STONE  
914 UPPER CREST LANE  
ANYTOWN, U.S. 12345

SSN: 123-45-6789  
DSN 123-4567  
456<sup>th</sup> Infantry  
mark.stone.mil@mail.mil

9-5678/1234

Date: 14 March \*\*\*\*

Pay to the order of: **FAO DSSN \*\*\*\***

**\$200.00**

**Two hundred only-----**

**I consent to immediate collection of my pay the amount of this check, plus bank fees for processing charges, if this check is dishonored**

YOUR FINANCIAL INSTITUTION ANYWHERE, U.S.

For: Mark Stone

⑆ 1234 567890 ⑆ 0301 ⑆ 1234 56789 ⑆

U.S. ARMY CHECKS, INC. • 1-800-824-7267 • www.armychecks.com

The front of the check will be stamped with the  
authorized consent stamp  
(customer must initial)



# EXCHANGE TRANSACTIONS



## Important Information

■ Although simple to process at the cashier level, the negotiable instrument taken in must still be redeemed by higher level agencies such as the Federal Reserve Banks. SVC Card transactions must be submitted by creating a TR file that the FRB will use to withdraw the funds from the Soldier's bank account. The checks must also be submitted to the FRB but this will be accomplished by uploading the check batch produced in OTCnet at the end of the business day.

■ Any discrepancy between what was processed manually or in DDS versus what was submitted to the FRB will result in a possible loss of funds





## DD 2664 Overview - (1 of 3)

## Administrative Data

## Customer information and signature

## Record of individual transactions



# EXCHANGE TRANSACTIONS



## DD 2664 Admin Data - (2 of 3)

Disbursing Agent information

Current day of business

DSSN

Exchange rate (when utilized)

Sheet number

CURRENCY EXCHANGE RECORD RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS		PAGE 1 OF 1	
1. DISBURSING OFFICER DESIGNATION  <b>Mark Dell</b> 1LT, FC Disbursing Agent FOB Finance, Afghanistan APO AE 09314	2. RATES OF EXCHANGE (Number of Foreign Currency Units to one U.S. Dollar)  <b>100:1</b>	3. DATE (YYYYMMDD)  **** 0314	4. DSSN  <b>8550</b>
		5. NAME OF CASHIER OR DEPUTY  <b>John P. Smith, SPC USA</b>	

Cashier name



# EXCHANGE TRANSACTIONS



## DD 2664 Record of Individual Transactions/Customer

Type of NI taken in:

- TC-Treasury check
- PC-Personal check
- MO Money Order
- ~~SV-FC Card~~

Amount of outgoing to customer (SVC Load, cash, etc.)

Amount of incoming from customer (SVC Sale, check, currency, etc.)

The cashier must fill this out using the customer's ID card. The customer must sign.

6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER				8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (Personal Check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	e. U.S. CURRENCY AND COIN	f. FOREIGN CURRENCY	g. SVC FOREIGN CURRENCY	h. TOTAL	
TC/1Mar12	\$200.00		\$200.00	\$200.00			\$200.00	Name, Social Security Number Signature Lopez, Fernando 987-65-4321
PC/#0130	\$150.00		\$150.00	\$150.00			\$150.00	Valdez, Juan J. 987-65-4322
	\$120.00		\$120.00	\$100.00	FC 2,000		\$120.00	Wallace, William 987-65-4323
MO/#854	\$200.00		\$200.00	\$180.00	FC 1,000	SV \$10.00	\$200.00	Paw, Jaguar 987-65-4324
SV 123456	\$100.00		\$100.00	\$50.00	FC 5,000		\$100.00	Cousteau, Jack 987-65-4325

**Sales!**

**Loads!**

The DD 2664 will be properly filled out and maintained as if it were cash. This form will be returned to the DA with the rest of the cashier's business at the end of the day.



# CHECK ON LEARNING



Who establishes check cashing limits?

TFMSC by publishing policy letters.

Does an exchange transaction affect your overall accountability? Why?

It does not affect overall accountability. What comes in must equal what goes out.

What form is utilized to record exchange transactions?

DD 2664 (Record of Individual Exchange Transactions)

What gets stamped on the front of the check by the cashier?

The consent statement that authorizes finance to take the money from the Soldier's pay if the check bounces.



# CHECK ON LEARNING



Can an exchange transaction have a single “incoming” and multiple “outgoing” to customer transactions? How?

Yes. The customer can request dollars, foreign currency and SVC.

On which side of the DD 2664 are SVC Loads recorded? “Incoming or “Outgoing”?

Outgoing

When processing a “Sale” which device or program is used?

The point of sale device

If a customer gives you their SVC and some cash and wants the cash added to their SVC, what type of transaction is this?

A “Load”





# CLOSE BUSINESS DAY

## Balancing - (1 of 3)

■ Balancing out is a delicate process that must always be done to standard, not time. In order to “clear” the daily business and conduct a successful return, many preparations must be made prior to submitting the daily business to the principal (DA/DDO).

- Verify that all DD 1351-6 forms have been properly completed, totaled, signed by the appropriate individuals and that all information is legible. The manual DD 1351-6s must be a mirror image of the one printed from DDS.

- Utilize the DD 2664 to insure all exchange transactions are accounted for. The manual DD 2664 must be a mirror image of the one printed from DDS. NI's used for SDP deposits will not show on DD 2664, verify using the DD 1131's.



# CLOSE BUSINESS DAY

## Balancing - (2 of 3)

- Ensure SF 1034s have all been signed by the appropriate agents.
- Make sure all collections have been signed by the DA, Certifier and total have been circled and initialed.
- Count your cash and bundle it.
- Ensure all entries on the return DD 1081 are supported by the appropriate documentation and cash amount.
- If OTCnet and SVC are used, ensure the totals of the OTCnet Batch Listing, SVC sales receipt and SVC load detail report equal to the negotiable instrument and SVC entries of the return DD 1081



# CLOSE BUSINESS DAY

## Balancing - (3 of 3)

DD 1081



INCREASES

Collections

Stored Value  
Card Loads

*SVC Card Processing  
Load Transaction Detail Report - All Types  
3/26/2007 To 3/26/2007  
Device 131075*

Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	111110110000400247	\$350.00
3/26/2007 2:47:20PM	111110110000400252	\$1,000.00
Total Transactions		2 \$1,350.00
Average Transaction Amount		\$675.00

DECREASES

Stored Value  
Card Sales

Cashed DD 117s with 1351-6s  
Checks SF 1034 (Legal and CVS)



Left  
over  
cash  
(ending  
accountability)

If a cashier's SVC and OTCnet totals on their DD 1081 do not match the receipts and batch lists produced by these systems, **THE CASHIER IS NOT IN BALANCE!**

Return 1081 NO CASH RETURNED - (1 of 3)

## Collections taken through the day

**Ending balance from previous DD**  
*(in Agents's Accounts)*  
**1081.**

# Gross accountabi lity

## Cashed checks



## Disbursements



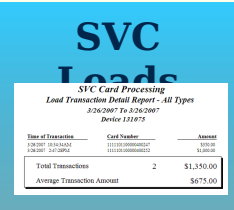
## SVC Sales



**Total increases  
(gross  
accountability)**

**Left over currency. Amount still accountable to the DA. Must match block 32e of DD**

66







# CLOSE BUSINESS DAY

## Return 1081 CASH RETURNED - (2 of 3)

Collections taken through the day

Ending balance from previous DD 1081.

Gross accountability

Returned US  
Returned FC

Cashed checks

Disbursements

SVC Sales

TRANSACTIONS AFFECTING AGENT'S ACCOUNT				
TRANSACTIONS a	INCREASE (received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		\$140,000.		\$147,350.
2. U.S. DOLLARS		00	\$100,440.	00
3. FOREIGN CURRENCY (IRAQI DINAR)			00 \$25,000.0	
4. MILITARY PAYMENT CERTIFICATES			0	
5. COLLECTIONS	\$6,000.0			
6. DEPOSITS	0			
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS			\$735.	
8. PAID VOUCHERS			\$20,000.	
9. INCORRECT VOUCHERS RETURNED			00	
10. FC Gain or Loss SVC Load	\$1,350.0			
11. Cashier overage/shortage SVC Sales	0		\$1,175.0	
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$147,350.	0	\$0.00

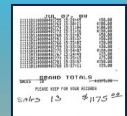
Total increases (gross accountability)

Left over currency. Amount still accountable to the DA. Must match block 32e of DD

### SVC Loads

SVC Card Processing  
Load Transaction Detail Report - All Types  
30/0000 to 30/0000  
Device 131075

Date of Transaction	Card Number	Amount
10/01/07 10:00:00	01110000000000000000	\$0.00
10/01/07 10:00:00	01110000000000000000	\$0.00
Total Transactions		2 \$1,350.00
Average Transaction Amount		\$675.00









# CLOSE BUSINESS DAY

## Return 1081 - (3 of 3)

STATEMENTS	
DISBURSING OFFICER	AGENT OFFICER
<p>___ ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE</p>	<p>___ ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY</p>
<p><b>Once the DA and the cashier sign the DD 1081, it becomes an accountable document that needs safeguarding by both the DA and the cashier.</b></p>	
DATE / SIGNATURE OF DISBURSING OFFICER	DATE / SIGNATURE OF AGENT OFFICER
<p><b>MD</b> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER</p>	<p><b>J</b> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS <b>S</b> CORRECT.</p>
DATE / SIGNATURE OF DISBURSING OFFICER <b>14 March****</b> 	DATE / SIGNATURE OF AGENT OFFICER <b>14 March****</b> 

DD FORM 1081, 1 MAY 75

Once totals are verified, the DA initials, signs and dates

Once the totals are verified, the cashier initials, signs and dates



# CLOSE BUSINESS DAY

## DD 2665 Overview - (1 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE #	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day					
2.	ADVANCES	a. Cash	b. Prepaid Checks	c. Other		
3.	VOUCHERED COLLECTIONS					
4.	TREASURY CHECK ISSUES	a. Voucher	b. Other			
5.	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	EXCHANGE GAIN ACCUMULATIONS					
7.	OTHER (Explain)					
8.	TOTAL INCREASES					
9.	GROSS ACCOUNTABILITY					
10.	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	EXCHANGE LOSS ACCUMULATIONS					
12.	OTHER (Explain)					
13.	RETURNS TO PRINCIPAL	a. Paid Vouchers	b. Deposit Tickets			
14.	TOTAL DECREASES					
15.	ACCOUNTABILITY - ENDING					
SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY		c. ACCOUNTABILITY INFO (TRANSFERS)	d. DEBITED TO (DEBIT)	e. ACCOUNTABILITY INFO (TRANSFERS)	
16.	LIMITED DEPOSITORY	UNIT: DATE				
17.	CASH ON HAND (U.S.)					
18.	CASH ON HAND (Foreign)	a. ACCOMMODATION UNIT: DATE b. OPERATING UNIT: DATE				
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)					
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNIT: DATE				
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS					
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY					
SECTION III - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. LOCATION	c. CASH (Foreign/US)	d. CASH (US)	e. DEFERRED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT					
35.	CASHIER					
36.	OTHER (Specify)					
37.	TOTALS					
2. NAME OF AGENT (Type or Print)		3. ADDRESS OF AGENT (Type or Print)				
4. SIGNATURE OF AGENT		"FOR INSTRUCTIONAL PURPOSES ONLY"				

Section I-Summary of Daily Accountability Transactions  
(what happened)

Section II- Distribution of Agent Accountability (disposition of transactions)

Section III- Distribution of Agent Accountability

Cashier authentication



# CLOSE BUSINESS DAY

## DD 2665 Section I - (2 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **				
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS									
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE			
1.		ACCOUNTABILITY - Beginning of Day			0.00	0.00			
2.	I N  C  R E A  S  E  S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	Today's Business	140,000.00	140,000.00		
3.		VOUCHERED COLLECTIONS						6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other					
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS							
6.		EXCHANGE GAIN ACCUMULATIONS							
7.		OTHER (Explain) SVC Loads						1,350.00	1,350.00
8.		TOTAL INCREASES						147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY						147,350.00	147,350.00
10.	D E C R E A  S  E  S	TRANSFERS TO OTHER DISBURSING OFFICERS							
11.		EXCHANGE LOSS ACCUMULATIONS							
12.		OTHER (Explain) SVC Sales			1,175.00	1,175.00			
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets	146,175.00	146,175.00			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00						
14.	S	TOTAL DECREASES			147,350.00	147,350.00			
15.		ACCOUNTABILITY - ENDING			0.00	0.00			



# CLOSE BUSINESS DAY

## DD 2665 Section I - (3 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day				0.00	0.00	
2.	I N  C  R E A  S  E  S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A  S  E  S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING					0.00	0.00

Must equal to ending balance from previous business day (may be zero if a



# CLOSE BUSINESS DAY

## DD 2665 Section I - (4 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day					0.00	0.00
2.	I N  C  R E A  S  E  S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES		a. Vouchered	b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A  S  E  S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING					0.00	0.00

Money advanced during the business Day (Dollar and Dollar value of FC)





# CLOSE BUSINESS DAY

## DD 2665 Section I - (5 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	C	VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	R	TREASURY CHECK ISSUES		a. Vouchered	b. Other		
5.	E	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S	EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	E	EXCHANGE LOSS ACCUMULATIONS					
12.	R	OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.	E	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets	c. Other Returns (Explain)	146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

All  
Collections  
processed  
during the  
business day



# CLOSE BUSINESS DAY

## DD 2665 Section I - (6 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day				0.00	0.00	
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	DECREASES	EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads			1,350.00	1,350.00	
8.		TOTAL INCREASES			147,350.00	147,350.00	
9.	GROSS ACCOUNTABILITY				147,350.00	147,350.00	
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales			1,175.00	1,175.00	
13.	DECREASES	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00		146,175.00	146,175.00	
14.	DECREASES	TOTAL DECREASES			147,350.00	147,350.00	
15.		ACCOUNTABILITY - ENDING			0.00	0.00	



# CLOSE BUSINESS DAY

## DD 2665 Section I - (7 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	C	VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	R E	TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.	A	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S	EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

FMSU or  
FMSC level  
only



# CLOSE BUSINESS DAY

## DD 2665 Section I - (8 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I N  C  R E A  S  E  S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A S  E  S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
14.		TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

Foreign currency  
Gains by  
Exchange (GBX)  
or positive  
rounding  
discrepancies



# CLOSE BUSINESS DAY

## DD 2665 Section I - (9 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Voucher	c. Other Return			
14.		TOTAL DECREASES				146,175.00	146,175.00
15.		ACCOUNTABILITY - ENDING				147,350.00	147,350.00
						0.00	0.00

*SVC Card Processing  
Load Transaction Detail Report - All Types  
3/26/2007 To 3/26/2007  
Device 131075*

Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111100100000400247	\$550.00
3/26/2007 2:47:28PM	1111100100000400252	\$1,000.00
Total Transactions	2	\$1,350.00
Average Transaction Amount		\$675.00

Total of all SVC  
Load Transactions  
(sales not included)

FC 25,000.00, NI 735.00





# CLOSE BUSINESS DAY

## DD 2665 Section I - (10 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.		ACCOUNTABILITY - Beginning of Day			0.00	0.00	
2.	I N  C  R E A  S  E  S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads			1,350.00	1,350.00	
8.		TOTAL INCREASES			147,350.00	147,350.00	
9.	GROSS ACCOUNTABILITY				147,350.00	147,350.00	
10.	D E C R E A  S  E  S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales			1,175.00	1,175.00	
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00	
14.		TOTAL DECREASES			147,350.00	147,350.00	
15.	ACCOUNTABILITY - ENDING				0.00	0.00	



# CLOSE BUSINESS DAY

## DD 2665 Section I - (11 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day					0.00	0.00
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES		a. Vouchered	b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY					147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING					0.00	0.00



# CLOSE BUSINESS DAY

## DD 2665 Section I - (12 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I N  C  R E A  S  E  S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E  C R E A  S  E  S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING				0.00	0.00	

FMSU or  
FMSC level  
only



# CLOSE BUSINESS DAY

## DD 2665 Section I - (13 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day				0.00	0.00	
2.	I N C R E A S E S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks Foreign currency	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES			a. Vouchered		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS			b. Other		
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00		146,175.00	146,175.00	
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING				0.00	0.00	



# CLOSE BUSINESS DAY

## DD 2665 Section I - (14 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day				0.00	0.00	
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks JUL 07- 08 111110110000040725 15:29:45 \$50.00 111110110000040725 15:30:24 \$50.00 111110110000040773 15:31:36 \$50.00 111110110000040768 15:32:07 \$50.00 111110110000040774 15:33:37 \$50.00	Total of all SVC card sales (loads not included)	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS	111110110000040766 15:33:02 \$20.00 111110110000040759 15:33:36 \$30.00 111110110000040775 15:34:07 \$150.00		6,000.00	6,000.00	
4.		TREASURY CHECK ISSUES	a. Vouchered 111110110000040749 15:34:49 \$25.00 111110110000040776 15:35:15 \$75.00 111110110000040781 15:35:57 \$50.00 750.00	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS	GRAND TOTALS SHEETS 20 \$1975.00 PLEASE KEEP FOR YOUR RECORDS				
7.		OTHER (Explain) SVC Loads	sales 13		1,350.00	1,350.00	
8.		TOTAL INCREASES			147,350.00	147,350.00	
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.	EA	OTHER (Explain) SVC Sales			1,175.00	1,175.00	
13.	S	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00		146,175.00	146,175.00	
14.	S	TOTAL DECREASES			147,350.00	147,350.00	
15.	ACCOUNTABILITY - ENDING				0.00	0.00	





# CLOSE BUSINESS DAY

## DD 2665 Section I - (15 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS					
a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE		
1.	ACCOUNTABILITY - Beginning of Day	0.00	0.00		
2.	ADVANCES a. Cash 140,000.00 b. Prepositioned Checks	140,000.00	140,000.00		
3.	VOUCHERED COLLECTIONS	6,000.00	6,000.00		
4.	TREASURY CHECK ISSUES a. Vouchered				
5.	TRANSFERS FROM OTHER DISBURSING OFFICERS				
6.	EXCHANGE GAIN ACCUMULATIONS				
7.	OTHER (Explain) SVC Loads	1,350.00	1,350.00		
8.	TOTAL INCREASES	147,350.00	147,350.00		
9.	GROSS ACCOUNTABILITY	147,350.00	147,350.00		
10.	TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	EXCHANGE LOSS ACCUMULATIONS				
12.	OTHER (Explain) SVC Sales	1,175.00	1,175.00		
13.	RETURNS TO PRINCIPAL a. Paid Vouchers 20,000.00 b. Deposit Tickets c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00		
14.	TOTAL DECREASES	147,350.00	147,350.00		
15.	ACCOUNTABILITY - ENDING	0.00	0.00		

Total amount being returned to the DA. Includes negotiable instruments, SF 1034s, DD 117s, USD and FC



# CLOSE BUSINESS DAY

## DD 2665 Section I - (16 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day					0.00	0.00
2.	I N  C  R E A  S  E  S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A S  E	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING					0.00	0.00

Total  
Decreases



# CLOSE BUSINESS DAY

## DD 2665 Section I - (17 of 36)

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.		ACCOUNTABILITY - Beginning of Day			0.00	0.00	
2.	I N  C  R E A  S  E  S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A  S  E  S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.		TOTAL DECREASES				147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING				0.00	0.00	

**This must equal the Ending Balance on the DD 1081**



# CLOSE BUSINESS DAY

## DD 2665 Section II - (18 of 36)

### SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Items in  
cashier's  
accountability  
(documents  
and cash on  
hand) Item  
return  
prin  
(docu  
cash



# CLOSE BUSINESS DAY

## DD 2665 Section II - (19 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00





# CLOSE BUSINESS DAY

## DD 2665 Section II - (20 of 36)

### SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	25,000	25,000	0.00
		b. OPERATING	UNITS			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00





# CLOSE BUSINESS DAY

## DD 2665 Section II - (21 of 36)

### SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS			
			RATE			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00



# CLOSE BUSINESS DAY

## DD 2665 Section II - (22 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00	

Only used if a cashier  
was issued a Treasury  
Check on line 2b  
above and the check



# CLOSE BUSINESS DAY

## DD 2665 Section II - (23 of 36)

### SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION UNITS 2,500,000 RATE 100		25,000	25,000	0.00
		b. OPERATING UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Cashed checks  
before returns

Checks after  
returns

Checks  
returned to

Sub Total: 735.00  
A/C Total: 735.00  
Grand Total: 735.00



# CLOSE BUSINESS DAY

## DD 2665 Section II - (24 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY		UNITS	RATE			
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT				Not applicable		
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00





# CLOSE BUSINESS DAY

## DD 2665 Section II - (25 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY		UNITS	RATE			
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT				Not applicable		
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00



# CLOSE BUSINESS DAY

## DD 2665 Section II - (26 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000 RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Paid Vouchers  
before returns

Paid  
Vouchers  
returned to

Paid  
Vouchers



# CLOSE BUSINESS DAY

## DD 2665 Section II - (27 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00	

applicable to



# CLOSE BUSINESS DAY

## DD 2665 Section II - (28 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY		UNITS	RATE			
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00

DA's only Funds  
Out with Paying  
Agents or  
Cashiers



# CLOSE BUSINESS DAY

## DD 2665 Section II - (29 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00	

Applicable to  
DA and above





# CLOSE BUSINESS DAY

## DD 2665 Section II - (30 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00	

Applicable to  
DA and above



# CLOSE BUSINESS DAY

## DD 2665 Section II - (31 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00	

Applicable to  
DA and above



# CLOSE BUSINESS DAY

## DD 2665 Section II - (32 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
19.	PREPOSITION	UNITS	RATE			
20.	NEGOTIABLE			735.00	735.00	0.00
21.	NEGOTIABLE (Foreign)	UNITS	RATE			
22.	MILITARY PAY					
23.	PAID VOUCHER			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH STANDING ORDERS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

**Loss of funds**

**Processed on a OF 1017-G.**

**Must be reported on the DD 2665 and returned on the DD1001**

JOURNAL VOUCHER

DATE: 10/1/00

AMOUNT: 1,000.00

DEBIT: 1,000.00

CREDIT: 1,000.00



# CLOSE BUSINESS DAY

## DD 2665 Section II - (33 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY								
a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY		UNITS	RATE				
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00	
		b. OPERATING	UNITS	RATE				
19.	PREPOSITIONED TREASURY CHECKS							
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES							
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT				Applicable to DA and above			
25.	FUNDS WITH SUBAGENTS							
26.	DEPOSIT TICKETS (not LDA)							
27.	DISHONORED CHECKS RECEIVABLE							
28.	CHECK OVERDRAFTS RECEIVABLE							
29.	LOSS OF FUNDS							
30.	DEFERRED VOUCHERS							
31.	OTHER (Explain)							
32.	TOTAL AGENT ACCOUNTABILITY					146,175.00	146,175.00	0.00

Applicable to  
DA and above



# CLOSE BUSINESS DAY

## DD 2665 Section II - (34 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00	

Not  
applicable to  
Cash





# CLOSE BUSINESS DAY

## DD 2665 Section II - (35 of 36)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000 RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Total must equal to  
Block 15c of Section  
1

This must also equal the Ending Balance  
on the DD 1081



# CLOSE BUSINESS DAY

## DD 2665 Section III - (36 of 36)

SECTION III - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	e. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT		Accountability			
35.	CASHIER					
36.	OTHER (Specify)		DA / Cashier			
37.	TOTALS		Accountability			
2. NAME OF AGENT (Type or Print) JOHN SMITH, PFC		3. ADDRESS OF AGENT (Type or Print) 3RD FINANCIAL MANAGEMENT DETACHMENT APO, AE 09314				
4. SIGNATURE OF AGENT						

DD Form 2665, AUG 93

REPLACES DA FORM 3924, AUG 87, NAVCOMPT FORM 379, DEC 65,  
AND AF FORM 1372, AUG 81, WHICH ARE OBSOLETE

USAPPCV1.00

Name of  
Agent

Signature of  
Agent

Location



# NEXT BUSINESS DAY

Start all over again



# CHECK ON LEARNING



What is the purpose of the DD 1081?

to record advances and returns to the principal.

What is the purpose of the DD 2665?

It is a breakdown of all transactions that affected the agent's accountability throughout the business day.

Who is required to complete the DD 2665 and how often must it be done?

Officers, Paying Agents, and DAs. Daily, when business is conducted.

What must be the Beginning Balance on the DD 1081 equal to?

The Beginning Balance of the DD 2665 and the ending balance of the previous DD 1081.



# CHECK ON LEARNING



During a return to the DA, what should the beginning balance + collections - disbursements = ?

Remaining Cash on Hand.

If a cashier suspects a possible loss of funds, what actions should he/she take?

Notify the Disbursing Agent and cease operations until the cause of the loss is determined.



# PRACTICAL EXERCISE PREVIEW



**QUESTIONS?  
CONCERNS?**